

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: Surveillance Technician Supervisor
Department: Surveillance
Reports To: Surveillance Manager
FLSA Status: Exempt
Salary Range: \$31,475 - \$42,584
Level: 4
Open Date: October 05, 2007
Closing Date: October 19, 2007

SUMMARY Assist the LTBB Gaming Regulatory Commission to ensure protection of gaming assets. Perform duties to ensure surveillance system is operational and within standards. Assist in the daily operation, scheduling, record keeping, and training of personnel. Responsible for maintenance and service of surveillance equipment, and providing assistants in design of a "gaming" surveillance system.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Responsible for service, repair, and maintenance of surveillance equipment; ensure surveillance system is operational and within standards established by the NIGC and Federal MICS for Native American Gaming.
- Assist Surveillance manager in overseeing technical personnel. Enforce Surveillance Manager directives in an efficient manner. Document and keep Manager informed on employee issues.
- Adhere to the Regulatory Commission and Surveillance Department policies and procedures.
- Keep abreast of all regulations in regard to camera operations, cheating and scams related to gaming.
- Work with outside vendors, establish network of sources for the purchase of surveillance equipment. Establish procedures to ensure effective and efficient cost control.
- Maintain service schedule for all surveillance equipment.
- Consult with Surveillance Management and departments to analyze needs, determine scope and priorities of projects and to discuss surveillance system capacity and equipment acquisition.
- Responsible for record keeping of all equipment purchases for inventory control purposes.
- Due to the nature of the work once a position in the Surveillance Department is accepted a Surveillance employee will not be allowed to transfer to another position within the Gaming Enterprise for ONE year.

EDUCATION and/or EXPERIENCE

Associates Degree and/or equivalent experience with a focus in electronics. A background in use of surveillance equipment, lenses and dealing with surveillance vendors is preferred. Be familiar with Matrix and multiple camera operation. Be familiar with NIGC, MICS, and their association with Native American gaming. Supervisory experience preferred; general knowledge of Microsoft Word, Excel and the Internet; basic understanding of the National Indian Gaming Commission standards for surveillance.

Other qualifications: Must be self-motivated, able to work independently and meet deadlines; be innovative and demonstrate strong communications and problem solving skills. A high level of integrity is required

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS

Supervisor must be available to handle situations that might occur during absence 24 hours, 7 days a week. Must be able to work in a smoke filled noisy atmosphere; be able to withstand long working hours; handle stressful situations and problem resolution. Must be able to listen and respond to visual and oral cues. Will be required to make sound decisions, handle multiple tasks and prioritize such tasks under stress.

OTHER COMMENTS

Tribal Preference will apply.

